

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA  
Indianapolis Division

**JUDICIAL TERM LAW CLERK**

**Incoming Magistrate Judge - the Honorable Doris L. Pryor**

Salary: JSP 12-13 (\$72,663 - \$86,406)

depending on qualifications and experience

Application Deadline: January 26, 2018, or until filled

Incoming United States Magistrate Judge, the Honorable, Doris L. Pryor, is seeking a Term Law Clerk for her chambers staff. The term of employment will be two years and will commence on the date of Judge Pryor's appointment.

**QUALIFICATIONS:** Candidates must have the following minimum qualifications: (1) law school graduation in the top quarter of the graduating class (top 10% preferred); (2) law review/journal experience; (3) good character, maturity, and willingness to work long hours; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); (5) proficiency in computer-assisted legal research; and (6) proficiency in Windows and Word. Candidates must demonstrate an ability and willingness to work collegially with others. At least one year of experience as a federal or state law clerk, or in a legal environment is required. Experience researching and writing motions, memoranda of law, or appellate briefs, is preferred.

**APPLICATION INSTRUCTIONS:** To apply, email the following documentation in one PDF document to:

[DLPLawClerk@insd.uscourts.gov](mailto:DLPLawClerk@insd.uscourts.gov)

1. Cover letter indicating why you are interested and why you believe you are qualified for the position;
2. Résumé, including email and telephone contact information;
3. References from three work-related sources, including email and phone contact information;
4. Writing sample;
5. Law school transcript; and
6. Completed [AO 78 Application for Judicial Branch Federal Employment](#) (application form is on the court website [www.insd.uscourts.gov](http://www.insd.uscourts.gov)).

Be sure to include your surname and the words "Term Law Clerk" in the email subject line. The deadline for receipt of applications is January 26, 2018, 5:00 pm eastern time. Neither faxed nor mailed résumés will be accepted. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so may invalidate the application without further acknowledgement from the Court. Some applicants may be invited for an in-person interview. Costs will be borne by the applicant. Applications will be reviewed as they are received, and a selection may be made prior to the Application Deadline.

*The Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.*